



Dean of Continuing Education

Institution:	New Jersey City University
Location:	Jersey City, NJ
Category:	Executive - Deans - Education
Posted:	03/03/2016
Application Due:	04/07/2016
Type:	Full Time

Dean of Continuing Education

Posting Description

The Division of Continuing Education (CE) provides quality and innovative, learning opportunities to the region's diverse population by extending New Jersey City University's (NJCU) educational resources. Working in conjunction with NJCU schools and colleges, the Division serves degree and non-degree students with a wide variety of credit and noncredit programs that are offered both on and off campus; using traditional classroom and technology-enhanced delivery systems.

The Dean is responsible for collaborating with academic units to create, coordinate, manage and market all programs. The Dean is responsible for facilitating broader understanding of the wide array of programs offered by NJCU faculty, staff and students through an integrated communications plan for internal and external constituents.

Job responsibilities

Academic Administration/Management

Provides vision, leadership, and support in developing and modifying academic programs, curricula, services, policies and procedures, in collaboration and consultation with the faculty and other colleges/schools/departments to ensure academic excellence in meeting the needs of the students. Within the context of the University, offers quality programs consistent with the teaching, research and service goals of the schools and colleges. Advances the University's role in continuing professional education, distance education and outreach to Jersey City and the surrounding region. Serves a variety of nontraditional students including: high school students interested in post-secondary coursework; non-degree students interested in eventually matriculating into a degree program; degree students taking courses at night or through distance education; professionals in need of advanced education, skills or training; and others interested in coursework for their own enrichment. Works with the academic units to improve the selection, scheduling and quality of the CE course offerings. Offers curriculum and financial incentives to faculty, schools and colleges. Develops an effective marketing plan through the use of contemporary media.

Provide leadership in the management of the Division's programs, staff and budget. Oversees and manages the planning, implementation, administration, coordination and evaluation of all academic curricula and programs of CE, including operating policies and procedures, through collaborative efforts with the faculty and staff of the schools and colleges and other cognate units of the University.

Human Resource Management

Exercises supervisory authority over faculty who teach in CE, in collaboration and consultation with college deans and departmental chairs. Employs full- and part-time staff in the Division of Continuing Education, and oversees the annual performance evaluation and pay increase processes. Assesses and plans for staffing needs, structures and professional development.

Budget Management

Effectively manages the Division's self-funded budget and Summer Session budgets to foster quality programs and generate net revenues for the campus, as appropriate. Prepares annual budget, allocates discretionary funds to initiate, support, and promote academic initiatives that are consistent with the strategic direction of CE and the University's Outreach and Engagement activities.

Service

Represents the Division to the NJCU community; serves as the Division spokesperson at academic, social and public functions; engages in outreach activities to maintain collegial relationships with external constituencies; participates in professional service activities for one's professional and scholarly development.

Minimum Qualifications

- Doctoral degree preferred from an accredited institution. In extraordinary cases, as determined by the University, a doctoral degree may not be required.
- Progressive administrative experience in Continuing Education.
- A proven record of academic or auxiliary unit administrative leadership and managerial experience.

Required Competencies/Knowledge, Skills and abilities

- Excellent skills in oral, written, and interpersonal communications.
- Proficient in and with technology.

Preferred Qualifications

- Extensive experience in Continuing Education, Professional Studies, as well as Outreach and Engagement.
- Proven record of revenue generation.
- Demonstrated record of academic/private sector partnership development in the creation and marketing of CE programs.
- Budget and resource management experience.
- Evidence of long-term vision for a changing higher education landscapes.
- Ability to develop and support an inclusive environment for faculty, students, and staff.
- Demonstrated ability to market programs successfully.

Interested applicants must submit a statement of interest, including how past experiences and qualifications will enable success, a resume, and the name and contact information for three references (references will not be contacted unless the candidate is notified).

Review of applications received by April 7, 2016 are guaranteed full consideration.

For more information regarding this position, or to apply, please visit our website at: www.njcu.edu

New Jersey City University Employment Statement

New Jersey City University is a culturally diverse public urban institution located in the greater New York/New Jersey metropolitan area and is one of nine state colleges/universities in New Jersey. The

University offers undergraduate and graduate programs in the liberal arts and professional studies to over 8,500 students. New Jersey City University is an equal opportunity institution. Applications from women and underrepresented minorities are strongly encouraged.

APPLICATION INFORMATION

Postal Address:	Human Resources New Jersey City University 2039 Kennedy Boulevard Jersey City, NJ 07305
Phone:	201-200-2335
Fax:	201-200-2219
Online App. Form:	https://www.njcu.edu/hr/employment/

An Affirmative Action, Equal Opportunity Employer, the University especially welcomes and encourages applications from women and minority candidates.

Apply through Institution's Website

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